

MCRC FROST CALL 022-02 DATED 8 MARCH 2002

From: Commanding General, Marine Corps Recruiting Command

Subj: ASSIGNMENT/REASSIGNMENT OF FY02 PROGRAMS NOT
PREVIOUSLY ASSIGNED IN MCRISS.

Ref: (a) Operation Plan 1-01 (Operation Deploy MCRISS-RS)
(b) Shipping in MCRISS email, MCRC, G-3/MCRC Ops
Chiefs of 28 Nov 01
(c) Programs email, MCRC, G-3/District Ops Chiefs and
Computer Specialists of 29 Nov 01
(d) FY02 Enlistment Program Plan; Change (1) of
28 November 2001.

1. Purpose. To ensure compliance with the proper Enlistment Incentive Program (EIP) procedures, and notify all levels the Marine Corps Recruiting Command of the over allocation of certain FY02 EIPs that were not properly applied to enlistment contracts, prior to shipping applicants in MCRISS-RS.

2. Background

a. CG, MCRC is responsible for recruiting enlisted Marines into first term skills to include: MEOP, critical skills, infantry, technical skills, and hard to fill MOSs, per published Marine Corps requirements. MCRC's proper execution of the annual Enlisted Incentive Program Plan is essential to allow MMEA to properly classify new accessions based on needs of the Marine Corps. Over or under execution of the published Marine Corps requirements is not acceptable.

b. As described in reference (a), and formally presented during subsequent District MCRISS-RS implementation training, the proper procedures for assignment/reassignment of all FY02 EIPs and bonus programs is via the "program assignment" button on the MCRISS-RS screen. Reference (b) addressed problems with the MCRISS programs module for applicants that were not allowed to properly ship in MCRISS due to unforeseen data migration shortfalls between information systems. Reference (b) also provided proper temporary procedures for same day shippers for which a trouble-ticket was provided to the MCRISS help desk. Reference (c) addressed tracking and execution concerns, as it was apparent that Districts were not properly following established program assignment procedures.

3. Information. MCRC, G-3 is in the process of identifying Districts who have been non-compliant with the proper assignment/reassignment procedures of EIPs in MCRISS-RS, and therefore have potentially over-extended the assigned share of programs, bonuses, and college funds.

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4. Action

a. Regions are to ensure Districts enter **ALL** applicants with programs assigned in MCRISS-RS. Districts will provide MCRC, G-3 Programs section all data for applicants that have previously shipped to recruit training, by FY02 program, year to date. This is to be accomplished by close of business **13 March 2002**.

b. Districts are to notify MCRC, G-3 Programs section of any difficulties encountered when assigning/reassigning applicants programs in MCRISS-RS. Actual District inventories will reflect FY02 fair share allocations as described in reference (d).

5. Point of contact is Capt R. L. Williams, (703) 784-9466, DSN 278.

A handwritten signature in black ink, appearing to read 'D. L. McManus', is written above the typed name.

D. L. MCMANUS
By direction